

## Quick Reference Guide Submitting a Bid/Proposal

**Attention:** This document serves as a quick reference only. Please be sure to review the full Vendor Client User Manual before conducting business with the City of Rockville. This information can be found within the Collaboration Gateway under the document library.

**Note:** If you have never accessed the Collaboration Gateway, please see the Collaboration Portal – Announcement and Set-up Instructions.

1. When ready to submit their bid or proposal in response to a solicitation, vendors must login into the Gateway

**Collaboration Gateway: Login**

I have read and agree to the [Terms and Conditions](#).

**Note:** If you have never accessed the Collaboration Gateway, please see the notice on instructions for getting set-up.

2. Once login is complete, vendors must open the solicitation that they will be responding to by selecting the “Solicitations” drop down menu and select “My Solicitations.” **Please note: Vendors must have registered as an interested respondent when initially viewing the solicitation for the solicitation to show up under the “My Solicitations” selection. If it does not show up, select the “Search Public Solicitations” option.**

The screenshot displays the City of Rockville Collaboration Gateway interface. At the top, the header includes the City of Rockville logo, the name 'City of Rockville, Maryland', the date and time 'Mar 28 2022 12:24:29', and the user name 'Jake Lewis-Taylor'. Below the header is a navigation menu with items: Main, Contracts, Solicitations, Users, Help, Document Library, and Log Out. The 'Solicitations' dropdown menu is open, showing options: My Solicitations (highlighted with a red box), Search All Solicitations, Search Public Solicitations, and Search Upcoming Solicitations. The main content area is titled 'Collaboration Portal Overview' and contains a welcome message for Jake Lewis-Taylor, a 'Logout' button, and a 'Refresh' button. Below this, there is a section for 'Quick Tips' with instructions on how to view contracts, respond to solicitations, and change passwords. At the bottom, there is a footer with the text 'All confidential data held in this system shall be the exclusive property of the respective owner and held in strict confidence. All actions performed in this system will be logged for auditing purposes.' and the version number 'Version: 17.11.0 (rev 220124)'.

3. Within the sourcing record, scroll to the “Files, Documents, Images”, “My Files”. Select the “select” button to browse your computer and upload your bid document. **Please note: Please refer to the instructions within the solicitation on required format when uploading bid or proposal documents. Bid and proposal documents must be in pdf format when uploading.**

**My Files**  
Select File:  
VENDORCOMPANY4 SUBMI  -- Select File Category --  
Description:

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4. Select “Save File”. Vendors should see your bid/proposal uploaded and should also receive a message confirming that your bid/proposal. is successfully uploaded.

View File	Description	Date
<a href="#">VENDORCOMPANY4 SUBMISSION IFB 01-01.pdf</a>	Jake Lewis-Taylor (Vendorcompany4):	3/28/2022 12:47:35 PM

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**Files, Documents, Images**

VENDORCOMPANY4 SUBMISSION IFB 01-01.pdf File/Attachment Added Successfully

**Public Files:**

View File	Description	Date
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